DON CIO MESSAGE DTG 091502Z APR 07

SUBJ//DON CIVILIAN INFORMATION ASSURANCE (IA) WORKFORCE IDENTIFICATION, TRACKING, MONITORING, AND REPORTING//

MSGID/GENADMIN/DON CIO WASHINGTON DC//

REF/A/DOC/FISMA TITLE III OF EGOV ACT (P.L. 107-347)/17DEC2002// REF/B/DOC/DODD 8570.1/15AUG2004// REF/C/DOC/SECNAVINST 5239.3A/20DEC2004 // REF/D/DOC/DOD 8570.1-M/19DEC2005// REF/E/RMG/DON CIO/180050Z JAN 2006// REF/F/DOC/USD P&R MEMO/08JAN2007//

NARR/ REF A IS THE FEDERAL INFORMATION SECURITY MANAGEMENT ACT (E-GOVERNMENT ACT) OF 2002 (FISMA). REF B IS THE INFORMATION ASSURANCE (IA) TRAINING, CERTIFICATION AND WORKFORCE MANAGEMENT DIRECTIVE (INCLUDES COMPUTER NETWORK DEFENSE (CND) WORKFORCE). REF C ESTABLISHES IA POLICY FOR THE DEPARTMENT OF THE NAVY (DON). REF D DIRECTS DOCUMENTATION OF ALL DOD CIVILIAN WORKFORCE PERSONNEL WITH IA PRIMARY OR ADDITIONAL DUTY RESPONSIBILITIES IN THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS). REF E DIRECTS COLLECTION OF DON IA WORKFORCE POSITION AND PERSONNEL INFORMATION. REF F DIRECTS SERVICES HUMAN RESOURCES STAFFS TO COORDINATE WITH ORGANIZATION IA WORKFORCE PERSONNEL TO DOCUMENT IA WORKFORCE INFORMATION.//

POC/IM/IT WORKFORCE TEAM LEADER 703-601-0605//

1. THE PURPOSE OF THIS MESSAGE IS TO FURTHER DEFINE THE PROCESS FOR COLLECTION AND DOCUMENTATION OF CIVILIAN INFORMATION ASSURANCE (IA) MANPOWER AND PERSONNEL WORKFORCE DATA.

2. THE DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER (DON CIO) REQUESTS YOUR CONTINUED SUPPORT TO IDENTIFY, DOCUMENT, AND TRACK DON CIVILIAN IA WORKFORCE REQUIREMENTS. IN 2006 THE DON ESTABLISHED A BENCHMARK FOR THE IA WORKFORCE WHICH MUST BE MAINTAINED IN 2007 IN ORDER TO ENSURE THAT A SUFFICIENTLY STAFFED, TRAINED, AND CERTIFIED IA WORFORCE IS IN PLACE TO SUPPORT AND MAINTAIN THE SECURITY OF DON NETWORKS.

3. REF A ESTABLISHES REQUIREMENTS FOR IDENTIFICATION AND ANNUAL REPORTING ON THE IA WORKFORCE COMPOSITION AND CAPABILITIES ACROSS THE FEDERAL GOVERNMENT. REF B FURTHER DEFINES DOD COMPONENTS IA WORKFORCE POSITIONS AND PERSONNEL DOCUMENTATION REQUIREMENTS. PER REF C, THE DON CIO IS RESPONSIBLE FOR IMPLEMENTATION OF IA POLICY WITHIN THE DEPARTMENT AND IS DESIGNATED AS THE DON INFORMATION MANAGEMENT (IM) AND INFORMATION TECHNOLOGY (IT) COMMUNITY LEADER.

4. AS OUTLINED IN REFS B AND D, DOD HAS IDENTIFIED THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS) AS THE OFFICIAL REPOSITORY FOR DOD CIVILIAN IA WORKFORCE INFORMATION. THE FOLLOWING INFORMATION IS REQUIRED TO ENSURE THAT THE DON AND DOD WILL BE ABLE TO ACCURATELY REPORT THE CIVILIAN IA WORKFORCE STATUS: NUMBER OF IA POSITIONS BY CATEGORY (TECHNICAL OR MANAGEMENT); WHETHER THE IA DUTY IS A PRIMARY OR EMBEDDED DUTY; WHETHER THE POSITION IS FILLED; WHETHER THE POSITION IS FILLED WITH A CERTIFIED INDIVIDUAL; NUMBER OF CERTIFIED PERSONNEL BY CATEGORY AND LEVEL; AND, NUMBER OF PERSONNEL WITH SPECIFIC CERTIFICATIONS.

5. THE CIVILIAN IA WORKFORCE DATA ELEMENTS HAVE BEEN INCORPORATED INTO DCPDS. COMMANDS WILL GATHER AND DOCUMENT INFORMATION IN A SPREADSHEET DEVELOPED BY OCHR. ADDITIONALLY, OCHR CREATED A DOCUMENT OUTLINING VALID DATA VALUES. COMMANDS WILL SUBMIT SPREADSHEETS DIRECTLY TO OCHR AT INFOASSURANCEUPDATE@OCHR.NAVY.MIL. THE SPREADSHEET AND DATA VALUES DOCUMENT ARE AVAILABLE FOR DOWNLOAD AT WWW.DONCIO.NAVY.MIL/IAWORKFORCE.

6. THE FOLLOWING FIELDS ARE INCLUDED IN THE SPREADSHEET: NAME; POSITION SEQUENCE NUMBER; IA CERTIFICATION PROVIDER; POSITION IA CATEGORY; POSITION IA LEVEL; IA POSITION SPECIALTY CODE; POSITION IA DUTY; CERTIFICATION TYPE; DATE CERTIFICATION DUE; DATE CERTIFICATION RECEIVED; DATE WAIVER GRANTED; AND, OTHER FIELDS.

7. COORDINATION BETWEEN COMMANDS AND SERVICING HUMAN RESOURCE OFFICES MUST BE ESTABLISHED AND MAINTAINED TO ENSURE THAT THIS PROCESS PROCEEDS EFFICIENTLY. IT IS CRUCIAL THAT THE INFORMATION IS POPULATED IN DCPDS TO ENSURE THE DON HAS THE ABILITY TO EFFECTIVELY MANAGE THE CIVILIAN IA WORKFORCE.

8. ACTION:
A. COMMANDS MUST ENSURE THAT IDENTIFICATION, TRACKING, REPORTING REQUIREMENTS, AND PROCEDURES OUTLINED IN REF E AND CURRENT NAVY AND USMC POLICY ARE FOLLOWED.

B. COMMANDS MUST IDENTIFY CIVILIAN IA WORKFORCE POSITIONS AND PERSONNEL AND ENSURE THAT THE REQUIRED INFORMATION IS SUBMITTED TO OCHR BY 20 JUN 2007. SUBMISSIONS SHOULD BEGIN AS SOON AS POSSIBLE, TO ALLOW OCHR ADEQUATE TIME TO UPDATE DCPDS, WHICH WILL ENABLE DON CIO TO REPORT ACCURATE 2007 FISMA DATA BY THE DEADLINE.

9. FURTHER INFORMATION CAN BE OBTAINED BY CONTACTING THE DON CIO IM AND IT WORKFORCE TEAM AT 703-601-3592 OR OCHR AT INFOASSURANCEUPDATE@OCHR.NAVY.MIL EMAIL.

10. IT IS IMPERATIVE THAT WE SUPPORT THIS INITIATIVE IN ORDER TO MAINTAIN THE IA WORKFORCE NECESSARY TO SECURE AND DEFEND DON NETWORKS. AS REINFORCED IN REF F, A PROFESSIONAL IA WORKFORCE IS THE KEYSTONE ELEMENT TO IMPROVING THE SECURITY OF OUR INFORMATION, INFORMATION SYSTEMS, AND NETWORKS.

11. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.//
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